
POLICY AND PROCEDURES

OFFICE OF MANAGEMENT**CDER Incentive Awards Program (Cash and Time-off)**

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PURPOSE

This MAPP establishes the process for the Incentive Awards Program in the Center for Drug Evaluation and Research (CDER). An incentive award recognizes employee accomplishments within or outside of normal job responsibilities resulting in tangible or intangible benefits to CDER. Recognition for these accomplishments may be in the form of cash or time off.

This guidance does not apply to Commissioned Corps Officers, volunteers, contract employees, or members of military services as they may not receive cash or time-off awards via the incentive awards program. Reemployed annuitants may receive cash awards but may not receive time off awards.

BACKGROUND

This MAPP synthesizes and replaces previous outdated MAPPs 4651.1 *Rewards and Recognition Program -Cash Awards* and 4651.2 *Time-off Incentive Award*.

POLICY

Incentive awards are granted when a manager would like to recognize and reward a civilian employee for a superior accomplishment or other professional effort that contributes to the efficiency, economy, or other improvement of the agency operations.

Cash awards and time-off awards may be granted to individuals and groups of employees. Time-off awards may be granted to employees as an excused absence without loss of pay or charge to leave.

Each recipient of a group award is subject to the individual requirements of eligibility. Receipt of an incentive award does not preclude recognizing the achievement with an honor award or an annual performance award.

Bargaining unit employees (BUE) nominations are governed by the Article 27 of the Consolidated Collective Bargaining Agreement.

CDER supervisors and managers determine when incentive awards are appropriate:

- Any employee may nominate eligible CDER employees for an incentive award. However, electronic system access to sign and submit nominations may be restricted to certain groups of administrative and supervisory employees.
- Incentive awards must be reviewed recommended by a management official who is at least one level above the nominator.
- The nominating office's fiscal officer must approve and track all incentive awards to ensure applicable limits are not exceeded and awards are received by recipients.
- Approving officials must be a member of CDER's management and in an organizational position with the authority to approve incentive awards per the delegation or redelegation of authority on file with CDER's Office of Management.

Cash Incentive Awards:

- Cash awards are based on one-time employee contributions to their immediate office, CDER, and/or FDA.
- The minimum cash award for CDER is \$250, unless otherwise specified.
- CDER management Cash awards can be approved by CDER management in amounts of up to \$2,500 for individuals and \$5,000 for groups.
- Awards that exceed \$2,500 for individuals or \$5,000 for groups but up to \$10,000 will be sent to the Office of Commissioner/Chief Operating Officer for review and approval.
- The Secretary, DHHS retains the authority to grant cash awards in amounts from \$10,001 to \$25,000 with prior approval from the Office of Personnel Management.

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- Incentive awards that exceed \$25,000 require Presidential approval.
 - Cash incentive awards may also be paid out under applicable travel gainsharing and recruitment referral programs, per agency policies and requirements. The minimum cash award for travel gainsharing is \$125 (\$250 savings; employee is entitled to half).
 - Cash awards nominations for an organization may not exceed the overall total incentive awards budget identified by the CDER Office of Management.

Time-off Incentive Awards:

- Full-time employees may not be granted more than 80 hours of time off award per leave year with a maximum of 40 hours for a single contribution (The maximum time-off award for a single contribution is one-half of the maximum allowed time for the leave year).
- Part-time employees or employees with an uncommon tour of duty may not be granted more than the average number of hours of work in the employee's biweekly scheduled tour of duty for time-off awards.
- First-line supervisors may nominate and approve time-off awards up to one workday without further review or approval. For the CDER organization, one workday is equivalent to eight hours. All other time-off awards exceeding eight hours must be approved by the Office Director unless the appropriate delegation of authority is on file with CDER's Office of Management.
- When an employee transfers to another OPDIV or government agency outside of FDA, it is up to the discretion of the gaining agency whether to honor a time-off award of a transferred employee.
- Time-off awards may not be donated to the Voluntary Leave Transfer Program.
- If a time-off award is not used before an employee's separation from Federal service, it is cancelled at the time of separation.
- A time-off award cannot be converted to cash payment under any circumstances.
- Time-off awards have no expiration date.

Examples of award categories that can be considered for an incentive award:

- Citizenship: Contributing to the well-being of the community. (Non-monetary recognition only).
- Contribution to the Public Health Mission: Performing/serving in a way that contributes to protecting and promoting the health of the American people.
- Customer Service: Providing quality service to internal and external customers.
- Leadership: Influencing/guiding others towards achieving organization goals.
- Problem Solving/Creativity: Achieving results with new approaches, novel methods or resolving issues.
- Quality Performance: Performing consistently and/or exceptionally for the benefit of the organization.
- Risk Taking/Innovation: Working to improve current practices or trying new approaches or solutions.

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- Special Accomplishment: Performing with exemplary efforts outside normal job responsibilities.
 - Teamwork/Collegiality: Advancing team goals toward FDA mission, supporting team and individual members and supporting other organizational units.
 - Other: Contributing to organizational goals in a manner not listed

To encourage timely recognition of employees' achievements, the Director of the Office of Management /CDER's Executive Officer delegates the authority to approve nominations for incentive awards to CDER office directors. CDER office directors may redelegate approval authority within their organization to office, division, and staff directors. However, redelegation of authority to approve incentive awards may not go below the division director level.

RESPONSIBILITIES

Nominating Officials:

- The nominator of the award nomination uses the electronic submission system (if access is granted, where appropriate) to enter and submit the Reward and Recognition Program Nomination.
- Peers and supervisors may nominate employees or groups for incentive awards. Employees may nominate themselves for incentive awards. Nominations may come from a supervisory official other than the nominated employee's immediate supervisor provided that the immediate supervisor concurs with the nomination and it is forwarded to the employee's approving official.
- The responsibility of creating the award in the electronic system may be delegated to administrative staff. If delegated, the nominator must obtain and provide all appropriate information for the award nomination form to the creator. This information includes: Nominee's human resources identification number, award category, recommended cash or time off amount, narrative justification, and officials in the approval chain for award approval.
- The narrative justification must include appropriate information on the individual or group award and the impact that warrants recognition. Further, the accomplishment justification must be at least 25 words but may not exceed one page.

Recommending Officials:

- Review and sign recommendations for awards within their authority. Recommending officials should be within the appropriate organizational management chain.

Fiscal Officer:

- Reviews nominations and sign as appropriate, ensuring funding is available for cash nominations and calendar year limitations for time off awards are not exceeded.

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- Tracks awards internally to ensure that employee receive cash and/or time off awards within prescribed timeframes.
 - Reports all award processing errors or omissions to the Office of Management (OM).

Approving Officials:

- Review the nomination for accuracy and acceptability and approves/denies as appropriate.

CDER Incentive Awards Officer:

- Reviews the nomination for completeness and accuracy and transmits award data to the appropriate agency human resources office for processing.
- Maintains an accurate electronic tracking system for all awards by office in CDER.
- Keeps accurate records of awards transactions for inclusion in the annual office reports.
- Communicates program information (process changes, funds availability, processing cut off and deadlines, etc.) to the Center.

Employee:

- Allows at least two full pay periods for the incentive award to appear on their Leave and Earnings Statement (LES).
- Once a time off incentive award appears on the LES, provides appropriate supporting documentation to the timekeeper or appropriate leave administrator indicating the employee's entitlement to the incentive award.

Timekeeper/Leave Administrator:

- Enters the information from the LES into the timekeeping system and records it on the Administrative Time and Attendance Leave Record (HHS-564), as appropriate.

PROCEDURES

- Notifications are distributed via email from CDER OM regarding system processing cutoff dates, funds availability, and other pertinent information relating to the program, as warranted.
- The OM will provide notification regarding system and budget availability for award processing. Cash awards can be submitted when notification is received regarding fiscal year budget availability, and time off awards may be submitted at any time (subject to system availability). Offices will also be informed of processing downtime associated with the Human Resources office, and while OM will generally accept time off awards during these periods, the transactions will

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- not be submitted to the human resources office until normal processing operations resume.
- Office points of contact should utilize the CDER electronic submission system for award nominations except for nominations for non-CDER employees.
 - Offices should continue to utilize the most recent version of the FDA-3450 form for non-CDER employees. All nominations excluded from the electronic submission process should be submitted to CDERIncentiveAwards@fda.hhs.gov via email.
 - The OM will review all award nominations to compliance with all applicable policies, agreements, and regulations, and minimum qualifications must be met for processing.
 - Employee Name
 - Employee ID Number
 - BUS Code
 - Appropriate Nature of Action Code and Legal Authority
 - Reason awarded for
 - Justification of at least 25 words but no more than one page
 - Time off hours and/or cash award amount
 - Appropriate signature or concurrence authorities, as required
 - Once processed by the OM, awards are submitted directly to the agency human resources office for processing.
 - The agency human resources office processes the award transactions, and employees should receive the approved awards in their Leave and Earning Statements and electronic Official Personnel Folder. Offices should allow for two full pay periods after agency processing before awards are received.
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REFERENCES

1. FDA-NTEU Consolidated Collective Bargaining Agreement, Article 27 - Awards.
 2. 5 U.S.C., Chapter 45, Incentive Awards
 3. 5 CFR, Part 451, Incentive Awards
 4. Health and Human Services Awards Program, Instruction 451-1, January 2010.
 5. FDA Staff Manual Guide 1431.11, Authority to Approve Awards, November 12, 2004
 6. FDA Form 3450, Department of Health and Human Services, Food and Drug Administration, Reward and Recognition Program Nomination form dated 05/2019.
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MANUAL OF POLICIES AND PROCEDURES

CENTER FOR DRUG EVALUATION AND RESEARCH

MAPP 4651.4 Rev. 1

EFFECTIVE DATE

This MAPP is effective upon date of publication.

CHANGE CONTROL TABLE

Effective Date	Revision Number	Revisions
3/11/2015	N/A	Initial
7/16/2020	1	Updates